



Megan N. Bozios, Superintendent

Oradell Public School District

350 Prospect Avenue | Oradell, NJ 07649 | oradellschool.org | (201)261-1180

*Our children,
our hope,
our future*

HIB Staff Reporting Form (2021-2022 School Year)

*This form must be emailed to the Superintendent, Principal or Anti-Bullying Specialist within two days of verbally reporting the incident to the Superintendent, Principal or Anti-Bullying Specialist
The employee must also make a verbal report upon learning of an alleged HIB incident.*

Today's Date:

Verbally reported to the Chief School Administrator/Principal/ABS on:

Time verbally reported to Chief School Administrator/Principal/ABS:

Date of alleged incident:

Person reporting alleged incident:

Position of reporting staff member:

1. STUDENT INFORMATION

Alleged Victim Name (Last, First, Middle):

Grade:

Teacher: Age: Gender:

Does the student have an IEP/504 plan? YES NO

Alleged Offender Name (Last, First, Middle):

Grade:

Teacher: Age: Gender:

Does the student have an IEP/504 plan? YES NO

2. BEHAVIOR

a. Type of alleged bullying:

Gesture Written Verbal Physical Electronic Communication

b. Qualifying actual or perceived characteristic(s) as listed in the NJ state HIB definition (check all that apply):

Race National Origin Mental/Physical or Sensory Disability Color Gender Religion Ancestry
 Sexual Orientation Gender Identity/Expression Other Actual/Perceived Characteristic
 Perceived Power Imbalance None

Comments:

3. LOCATION

a. Location of Alleged Incident:

On school grounds At any school-sponsored function On a school bus Off school grounds

4. IMPACT

a. Did the incident “substantially disrupt or interfere with the orderly operation of the school or the rights of other students”?

YES NO

b. Check the condition that applies:

A reasonable person should know, under the circumstances, that the incident will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;

Incident has the effect of insulting or demeaning any student or group of students;

Incident creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

c. Check all behaviors that the alleged victim experienced:

- | | | | | |
|---|--|-----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> hurtful teasing | <input type="checkbox"/> socially excluding | <input type="checkbox"/> stealing | <input type="checkbox"/> restraining | <input type="checkbox"/> kicking |
| <input type="checkbox"/> hurtful name calling | <input type="checkbox"/> eye rolling/gesture | <input type="checkbox"/> pushing | <input type="checkbox"/> spitting | <input type="checkbox"/> threats |
| <input type="checkbox"/> insulting remarks | <input type="checkbox"/> spreading rumors | <input type="checkbox"/> tripping | <input type="checkbox"/> embarrassing | <input type="checkbox"/> stalking |
| <input type="checkbox"/> sending nasty notes | <input type="checkbox"/> hurtful graffiti | <input type="checkbox"/> slapping | <input type="checkbox"/> pinching | <input type="checkbox"/> staring |
| <input type="checkbox"/> throwing things | <input type="checkbox"/> taunting | | | |

d. Brief Description of Incident:

If you fear that a student is in IMMEDIATE danger, contact his/her home, school, and the police immediately.

e. How did you learn that the alleged victim may have been the victim of harassment, intimidation, or bullying?

Witnessed Incident Informed by Alleged Victim Informed by other:

f. List anyone who may have relevant information and indicate if he/she is a student, parent, staff member or other:

Staff Reporting Signature

Date

For Superintendent/ABC Use:

Day 1	Date Verbally Reported	Time
Day 2	Initiate Investigation	Time
Day 3	Date Written Report Rec’d	Time

Signature

Date
